

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3814

TITLE: REAL ESTATE/GRANTS MANAGER, DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

GRADE: S-33

DEFINITION:

Under the direction of the Director of Housing and Community Development, manages and directs real estate financing transactions, major federal grants, issuance of tax exempt bonds and syndication of housing tax credits, homeownership/down payment assistance programs and fund raising efforts on behalf of the Department of Housing and Community Development (HCD), Fairfax County Redevelopment and Housing Authority (FCRHA) and entities affiliated with the FCRHA; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Real Estate/Grants Manager is distinguished from the Housing/Community Developer V in that the Real Estate/Grants Manager oversees a large division and is responsible for the financing, grants and investments associated with the funding of affordable housing development and revitalization for Fairfax County whereas the Housing/Community Developer V oversees and manages a large branch within a division.

ILLUSTRATIVE DUTIES:

Serves as a member of HCD's senior management team which plans, implements, administers and evaluates County-wide housing and community development/revitalization strategies, programs and services;

Manages a large division with responsibility for multiple programs, projects and various federal and local regulations;

Establishes financing policies and procedures in accord with FCRHA, County, Federal, State and Lender/Investor Requirements;

Establishes underwriting procedures, internal controls and ensures compliance of loans originated by the FCRHA;

Assures compliance as a FHA mortgagee for the FHA co-insurance program;

Supervises preparation of pro forma analyses, long term cash flow analyses, feasibility analysis, source and use statements, and a variety of financial reports;

Oversees the issuance of tax exempt bonds and the syndication of low income housing tax credits for the FCRHA;

Acts as a lead in negotiating terms of loans, grants, equity investments, and other forms of financing capitalized by funds provided through the Housing Flexibility Fund, the Housing Trust Fund, federal and other state and local sources;

Negotiates fees for FCHRA/HCD services as a lender;

Negotiates terms and conditions of FCRHA bond documents, loan agreements, partnership agreements to meet the best interest of the county and FCRHA;

Cultivates and maintains relationships with bond trustee, bond holders, partners and investors;

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Supervises monitoring/enforcement of the Affordable Dwelling Unit rental program requirements;

Oversees the marketing, sale and continued occupancy requirements for the Affordable Dwelling Unit homeownership program and the lending and education programs for homeowners offered through the HCD Homeownership storefront;

Oversees the County Funding Pool (CFP) process including scheduling, preparation of documents and coordination with the Consolidated Community Funding Advisory Committee;

Oversees the award of contracts for CFP funds and monitoring of compliance with contract terms and conditions;

Manages fund raising efforts to obtain philanthropic contributions to FCRHA projects and programs and oversees preparation of grant applications;

Coordinates preparation and reviews all items from the Real Estate Finance and Grants Management Division to the Board of Supervisors, FCRHA and FCRHA Committees.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge and experience in real estate finance, particularly tax exempt bonds, debt financing, housing tax credits;

Extensive experience in structuring and negotiating complex financing transactions;

Extensive knowledge of federal, state, and local housing programs, regulations and standards;

Thorough knowledge of, and ability to effectively apply, managerial methods, practices, theories, and processes;

Knowledge of the laws, regulations and standards pertaining to financial management of HCD-related programs;

Knowledge of the issues relating to public and private participation in real estate acquisition/sale, financing and construction;

Knowledge of business process re-design methodologies;

Ability to plan, organize, coordinate, assign and evaluate the work of professional and support staff in a complex, highly interactive work environment;

Ability to direct programs requiring coordination with other governmental agencies, private developers, lending institutions and citizen organizations;

Ability to conduct needs assessment and strategic planning;

Ability to communicate effectively, both orally and in writing;

Ability to structure, prepare and deliver concise, understandable presentations on complex issues;

Ability to establish and maintain effective working relationships with elected and appointed officials and representatives of public, private sector and community organizations.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in Real Estate Finance, Public or Business Administration, Information Systems or a related field, PLUS

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Six years of progressively responsible managerial experience conducting and directing real estate financial transactions, with knowledge and experience with government programs. Two years of the required experience must have included responsibility for supervision of professional staff.

A Master's degree in an appropriate field may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

ESTABLISHED: July 25, 2005